

# LBNL Adjustable Height Desk Request Form

Process for getting an adjustable height desk on loan:

1. Ergo Evaluator reviews the user's work area and determines that an adjustable height corner desk will correct current problems.
2. Ergo Evaluator fills out the following form and faxes to the Warehouse @ x4898 to request a loaner adjustable height desk
3. Ergo Evaluator to arrange for Facilities Laborers to move any existing furniture and the adjustable height desk (Transportation will not move furniture).
4. A loaner adjustable height desk will be brought to the User's location by Transportation. The loaner is to be returned after one week if the user decides it is not the correct solution.
5. If the user elects to order his or her own adjustable height desk, the loaner desk may be kept until the ordered furniture arrives (7 weeks maximum). Order must be placed w/ the Work Request Center within a week of receiving the loaner.
6. When the replacement furniture arrives, Ergo Evaluator to contact the Warehouse @ x4938 and notify them that the loaner adjustable height desk can be picked up. Transportation will come and pick up the desk. Make sure all equipment and items are removed from the desk and that it is in a location that Transportation can access without moving furniture or other items.
7. An active account number must be provided. It will only be charged if the user fails to return the desk to the warehouse.

Requested by (Ergo Evaluator's Name)	User's Name	User's Employee #	User's Bldg/Room #	User's Extension	Account #

	ID #	Description	Color Specifications	Price	Loan Date	Return Date
<input type="checkbox"/>	AHD-1	CORNER DUAL HEIGHT ADJUSTABLE HEIGHT DESK - Model #QOECDC45 – Series 9000 Options Adjustable Height Work Surface, Electric, dual height,, 45" nominal width & depth.	Paint:: 4606 Mist Edge: 6636 Mist Top: 2824 Smoke Speckle	\$955		
<input type="checkbox"/>	AHD-2	STRAIGHT DUAL HEIGHT ADJUSTABLE HEIGHT DESK Model #QOEDS45 – Series 9000 Options Adjustable Height Work Surface, Electric, dual height, corner, nominal 45" width & 30" depth.	Paint:: 4606 Mist Edge: 6636 Mist Top: 2824 Smoke Speckle	\$910		

Shaded boxes for Warehouse use.

Note: Loaner desks are for temporary use only. Requester (Ergo Evaluator) is responsible for making sure replacement furniture is ordered. New furniture can be ordered by sending a request to the LBNL Work Request Center (@ WRC.lbl.gov). Orders need a valid acct. number. A quote will be sent to the requestor and must be signed by an authorized account approver and returned to the vendor in order to place the order.

*Adjustable Desk Loaner Form 10-03B*

AHD-1 – CORNER DESK

HEIGHT ADJUSTABILITY

AHD-2 – STRAIGHT DESK

